



DESKTOP PUBLISHING

UNIT 5 Sections 7.1- 7.4

Student Name: _____ Period: _____ Teacher: _____

Criteria	4- Consistently Meets and at Times Exceeds	3- Meets Most of the Time	2- Meets Some of the Time	1- Continued Practice Needed
Demonstrates the ability to format and add borders. (7.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create text boxes. (7.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to add fill colors to text boxes. (7.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create and format art objects. (7.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to proofread and correct errors. (7.1) (NETS 1b, 2b & c, 3a & b)				
Create a Title Page With Enhanced Pictures and Objects. (7.1 Project 1) (NETS 1b, 2b & c, 3a & b)				
Create a Title Page (7.1 Project 2) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Design Pages With Pictures and Objects. (7.1) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to change page orientation. (7.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use drawing tools to create objects. (7.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to layer and group objects. (7.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to create callouts. (7.2) (NETS 1b, 2b & c, 3a & b)				
Change Page Orientation and Create Objects Using Drawing Tools. (7.2 Project 1) (NETS 1b, 2b & c, 3a & b)				
Position Objects. (7.2 Project 2) (NETS 1b, 2b & c, 3a & b)				

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Group Objects. (7.2 Project 3) (NETS 1b, 2b & c, 3a & b)				
Create a Timeline. (7.2 Project 4) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Design Pages With Drawing Tools. (7.2) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to Format Text In Newspaper-Style Columns. (7.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to insert a column break. (7.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to format a newsletter with multiple columns and objects. (7.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to work from printed material. (7.3) (NETS 1b, 2b & c, 3a & b)				
Format Text In Columns. (7.3 Project 1) (NETS 1b, 2b & c, 3a & b)				
Format a Newsletter. (7.3 Project 2) (NETS 1b, 2b & c, 3a & b)				
Create a Newsletter. (7.3 Project 3) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Create Newsletters. (7.3) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use a template to create a business card. (7.4) (NETS 1b, 2b & c, 3a & b)				
Demonstrates the ability to use a template to create a calendar. (7.4) (NETS 1b, 2b & c, 3a & b)				
Use a Template To Create a Business Card. (7.4 Project 1) (NETS 1b, 2b & c, 3a & b)				
Create a New Document From a Template. (7.4 Project 2) (NETS 1b, 2b & c, 3a & b)				
Check Your Understanding, Create Documents From Templates. (7.4) (NETS 1b, 2b & c, 3a & b)				
Add Up Overall Scores ----->				

Your Score _____

Teacher Comments:

Total Possible Score _____